# Michigan Department of Education Child and Adult Care Food Program (CACFP)

## **How to Apply - Centers**

The application for the Child and Adult Care Food Program (CACFP) for child care centers and sponsors of centers is a web-based application.

- Step 1 Register with the Contract and Payment Express (C&PE).

  Registering with the Office of the State Budget is required to receive payment from the State of Michigan. If your institution is already registered with the C&PE go to Step 2.
  - Go to www.michigan.gov/cpexpress on the Internet
  - Click on Go to C&P Express
  - Click on the New User button to register



### Step 2 Create Agency Profile in Education Entity Master (EEM).

Creating a profile in EEM is required in order to access Michigan Department of Education (MDE) web-based applications. This step is necessary to:

- Generate your agency entity number/agreement number
- Grant users access to EEM

A five page manual provides directions for creating your agency profile. If your agency already has a profile, go to Step 3.

- Go to <a href="https://www.michigan.gov/cacfp">www.michigan.gov/cacfp</a> on the Internet
- Scroll down to How To Apply
- Click on Create Agency Profile in EEM
- Print manual for easy reference

### What's New

- Fiscal Year 2009 School Data for Family Day Care Home FDCH Tiering XLS
- Fiscal Year 2009 School Data for Family Day Care Home (FDCH)
   Tiering FOF
- CACFP Staff Directory

### Program Information

- Child Care Centers
- At-Risk Afterschool Snacks and Suppers
- Emergency Shelters
- Family Day Care Home Sponsors

#### **FAQs**

- What are frequently asked questions related to centers?
- What are frequently asked questions related to day care homes?
- What are frequently asked questions related to at-risk afterschool snack/suppers?
- What are the meal pattern requirements?
- What are the infant meal pattern requirements?
- What are the current reimbursement rates for centers?
- What are the reimbursement rates for day care homes?
- What are the reimbursement rates for sponsors of day care homes?

### How to Apply

- How to Apply Centers
- Create Agency Profile in EEM
- View Sample Application

Create Agency Profile in EEM

# Step 3 Create a Michigan Education Information System (MEIS) account number.

An MEIS account is required to access Michigan Department of Education (MDE) web-based applications. If you already have an MEIS account number go to Step 4.

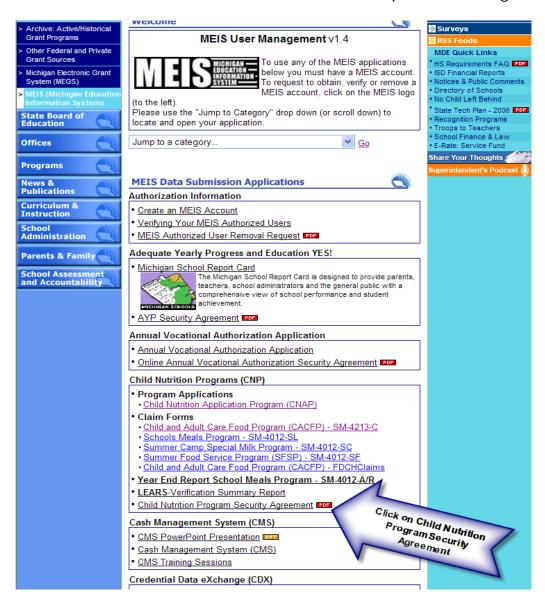
- Go to <a href="https://www.michigan.gov/meis">www.michigan.gov/meis</a> on the Internet
- Under Authorization Information click on Create an MEIS Account
- Create your MEIS account number
- Print or write down the MEIS account number, login and password



### Step 4 Complete and submit a Child Nutrition Security Agreement.

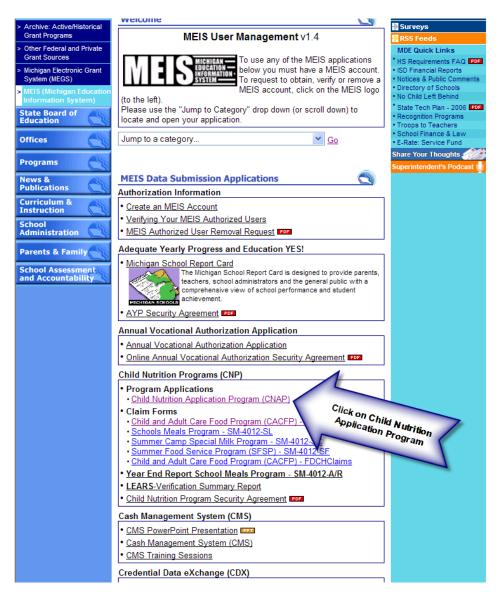
The security agreement is required to gain access to the CACFP application.

- Go to www.michigan.gov/meis on the Internet
- Under Child Nutrition Programs click on Child Nutrition Program Security Agreement
- Print a copy of the Security Agreement
- Complete the agreement and fax to Ruby Zavala at 517-373-4022
- Wait 24 48 hours to allow time to process the agreement



## Step 5 Complete the CACFP Application.

- Go to www.michigan.gov/meis on the Internet
- Click on the Child Nutrition Application Program (CNAP) link



## Step 5 Complete the CACFP Application (con't).

- Enter your login and password
- Select the fiscal year for the application under Start an Application
- Click on Help on the Main Menu for instructions on how to complete the application
- Complete and submit the application



**Child Nutrition Application Program** 

**CNAP: Child Nutrition Application Program** 

The CNAP website has moved. Please delete all old bookmarks. You are requested to bookmark "www.michigan.gov/meis" page.

### $W_{\text{elcome!}}$

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For information on programs or if you need access, click the links below.

- CNAP Quick Guide
- Security Access Form
- · Program Information
- Access to CNAP via MEIS
- . MAIN-How to Receive Payments from the State of Michigan
- CNAP Manuals and Training Documents



Forgot your password?

School Meals Program: Phone: (517) 373-3347 MDE-CNAP-SchoolMeals@michigan.gov

Child and Adult Care Food Program:
Phone: (517) 373-7391

MDE-CNAP-CACFP@michigan.gov
Family Day Care Homes Program:

Phone: (517) 373-7391 MDE-CNAP-CACFP@michigan.gov

Summer Food Service Program: Phone: (517) 373-3347 MDE-CNAP-SFSP@michigan.gov

### Approval and Record Keeping

Upon approval MDE will send a message via e-mail and an approval letter. A member of our staff will contact you to schedule on-site training. The actual date to begin claiming reimbursement for meals will be determined at this training.

Start keeping records to support meal reimbursement such as:

- Menus
- Meal attendance
- Receipts and invoices for food and food service supplies
- Income Eligibility Statements, if applicable

Record keeping forms are available on the Internet at <a href="https://www.michigan.gov/cacfp">www.michigan.gov/cacfp</a>. Scroll down to Forms and Instructions and click on Independent Centers and Sponsors of Centers.

### Questions?

Contact the CACFP by phone at (517) 373-7391 or e-mail at MDE-CNAP-CACFP@michigan.gov